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April 12, 2005

Governor Blunt and Members of the General Assembly:

I am pleased to present the Record Services Division Annual Report for 2003-2004. The Missouri State Archives, the Missouri State Archives Local Records Preservation Program, and the State Records Management Program accomplished much during Fiscal Year 2004. This report highlights many of the successful activities realized by the Division during that period.

The Missouri State Archives is the state's largest historical repository. As such, we feel a special obligation to bring history alive for all of Missouri's citizens. In Fiscal Year 2004, the Archives explored dynamic new ways to present the state's unique history. Through exhibits, educational endeavors, public programming, and private partnerships, our goal is to make history more interesting than ever. We uncover extraordinary stories that bring new insight to Missouri history and help citizens make a profound, personal connection to the past. For instance, the *St. Louis Circuit Court Naturalization Index Card Project* provides clues to the lives of men and women who immigrated to Missouri for a new beginning, and sixty-eight court actions that bring St. Louis' 19th century international fur trade to life are now available for online research. In addition, an interactive lesson plan with original documents traces the remarkable story of United States Colored Troops in Missouri during the Civil War.

The Missouri State Archives Local Records Program assists municipal and county officials manage the plethora of records generated at the local government level. In Fiscal Year 2004, nineteen counties participated in activities that improved record management practices and increased public accessibility. In addition to helping identify valuable records, the Local Records Program helps conserve them for future generations. During this fiscal year, the conservation lab completed a five-year project to treat and preserve the *Registre d'Arpentage*, a collection of hand-drawn survey maps that document colonial French and Spanish land grants in the land that became Missouri.

It is a constant challenge to manage and preserve a voluminous amount of records, particularly those created and

stored in computer-based information systems. But the Records Management Division ably performs that role for Missouri state government. In Fiscal Year 2004, the division launched the *Missouri Electronic Records Education and Training Initiative*, bringing nationally recognized experts on electronic records issues to Missouri to conduct presentations and workshops. This enterprising initiative does not, however, present the answer to the inevitable records storage crisis; the most effective means to deal with that problem is for the state to plan for and build a dedicated records storage facility, designed specifically for efficient, economic storage of all record mediums.

Despite the fiscal realities that were present throughout the state, the Records Services Division accomplished successful and impressive projects in Fiscal Year 2004. It is my privilege to lead this division as it continues an ambitious program of documenting and preserving Missouri's history. As you read the report, you will realize the depth of dedication this division has to the records that convey the fascinating and unique story of Missouri, and its commitment to make those records available to the state's citizens.

Sincerely,
Robin Carnahan

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Missouri State Archives



The Missouri State Archives is the official repository for state records of permanent and historical value. Its mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

Research

The Missouri State Archives is the state's largest repository for historical documents. The Archives' vast collections and holdings, dating from 1770, allow researchers to find information to bring family histories to life and assist historians in seeing the meaning in our collective past. Currently, the Archives

holds more than 150 million pages of paper; 255,050 photographs; 60,500 reels of microfilm; and 180,434 microfiche. Among the records are those that document Missouri's history under French and Spanish colonial rule and as a United States territory; military service of Missourians from the War of 1812 through World War I; St. Louis' role in the international fur trade; and the part western Missouri towns played in westward expansion, including the Pony Express.

Traditional means of requesting information, including in-person visits and requests via telephone and postal mail, remain a common way to access the Archives. However, the Internet continues to steadily increase in popularity as an easy and accessible medium for research, with more than 3.2 million web requests for information in FY2004.



New Projects

Developing holdings into searchable collections is the heart of the Archives' work.

Using the Internet as a key tool for providing wide and easier access to those collections of the state's original records remained the Archives' principal objective in FY2004.

"History has made us friends. Economics has made us partners." This quote by John F. Kennedy sums up the relationship the Missouri State Archives keeps with many state and local historical and educational institutions. Providing access to Missouri's rich heritage and culture creates a natural partnership between the Archives and other history-minded institutions. These partnerships are successful because the common bond of history is coupled with the economic benefit of combining the Archives' historical resources and expertise with the resources and labor of outside institutions. To ensure the ongoing success of several notable projects, the Archives maintained working collaborations with several partners in FY2004. All of these projects use technology to approach the task of researching voluminous record groups and gaining a new understanding of the history we share as a state. The result is new scholarship and public programming opportunities.

St. Louis Circuit Court Historical Records Project

This continues to be an extremely successful partnership between the Missouri State Archives and the St. Louis Circuit Clerk's office. Case files dating from 1804 and possessing unique historical value offer a mixture of colonial legal tradition with American common-law practices and provide an exceptional look at St. Louis society, including the legal recourse pursued by women and African Americans. The project is an official project of Save America's Treasures, a public-private partnership between the White House Millennium Council and the National Trust for Historic Preservation dedicated to the preservation of our nation's irreplaceable historic and cultural treasures for future generations.

Students from Washington University in St. Louis, University of Missouri-St. Louis, and St. Louis University work under the direction of professional staff from the Archives to process and digitize case files, stimulating further research within the court documents. An Academic Advisory Committee of historians selects themes from the court cases that have particular significance to regional and state history. The records in those thematic series are then digitized for online access.

In March 2004, sixty-eight court actions that bring the international St. Louis fur trade to life became available for online research. Fur trade proved to be one of the most profitable undertakings for territorial entrepreneurs. The abundance of animal pelts encouraged a number of colorful characters to move up and down the Mississippi and Missouri Valley regions, playing a key role in the settlement and development of the Upper Louisiana area. St. Louis dominated the Upper Louisiana fur trade; several successful companies, including the famous Missouri Fur Company of Manuel Lisa and partners, were in business there. Unique to the collection, which primarily involves trade disputes, are a number of cases that reference Native American tribes and subsequent interaction with fur traders. The records can be accessed at <http://www.stlcourtrecords.wustl.edu>.

The first phase of the *St. Louis Circuit Court Naturalization Index Card Project* was completed in June 2004. The naturalization index cards for the Court consisted of 93,203 entries representing immigrant persons who filed for naturalization in the St. Louis court system from 1816 through September 1906. Volunteers from the St. Louis Genealogical Society sorted three partially-complete sets of index cards to produce one comprehensive set, arranged in alphabetical order by surname. Included among the



thousands of cards are references to the naturalization records of newspaperman Joseph Pulitzer, born in Hungary and granted U.S. citizenship in March 1867, and German- born brewery magnate Adolphus Busch, Sr., naturalized in February 1867. The next step of the project, to be completed in FY2005, is the development of a computerized database to provide quick access to the index cards.

The Missouri State Archives' African American History Initiative (AAHI)

This initiative is dedicated to recovering Missouri's African American heritage; it was established in 2002. In FY2004, the AAHI internship project (June - August 2003) focused on the wealth of Civil War records held at the Missouri State Archives. Particular attention was given to military service records for the United States Colored Troops (USCT) serving in Missouri. This collection was largely unexplored and represented an exciting opportunity to engage in original research as well as gain an understanding of archival practices.

The African American History Initiative continues to create educational projects that use the Internet to place original documents relating to the African American experience in Missouri in elementary and secondary school classrooms across the state. An interactive lesson plan with original documents entitled "United States Colored Troops in Missouri: Finding African American History at the Missouri State Archives" was designed for educators to use during Black History Month; it went online in January 2004. The lesson plan incorporates the USCT enlistment record and descriptive information for George W. Reynolds, a former slave who enlisted to fight with the Union. The lesson plan, which received 8089 web requests in FY2004, is online at <http://www.sos.mo.gov/archives/education>.



Coroner's Inquest Database

In May 2004, the **Coroner's Inquest Database** debuted as an original online resource. The database is an abstract of records from various counties, the City of St. Louis, and the St. Louis Medical Examiner that have been indexed for online research; the original records are available on microfilm at the Archives. This database, which is ongoing, offers researchers and genealogists many unique and interesting insights into Missouri's past, including the difficulties and dangers of living in a much more turbulent society. The earliest reports, before the time of standardized forms, are engaging and sometimes colorful narrative accounts detailing the cause of death. The information contained in these records, including family relationships, neighborhood history, and topics of public health and social violence, may not be available elsewhere. The database received 19,435 searches in FY2004.

A coroner investigates and creates records for deaths that occur under accidental, questionable, unusual, or suspicious circumstances. The database search engine allows searches by county, name of deceased, cause of death, and/or year of death (or range of years). A keyword search function is also available. The database offers the following information abstracted from the original records: case number; name of deceased; age or date of birth; race; gender; date, cause, and location of death; and information for locating the original record. The database can be accessed at <http://www.sos.mo.gov/archives/resources/resources.asp>.

Ongoing Projects

In FY2004, the Missouri State Archives continued to monitor the success of web site projects developed during FY2003. Many of these projects have ongoing components, including the addition of new and/or updated material, and continuing relationships with partners outside the Archives. These projects are briefly described below, with a table detailing FY2003 and FY2004 statistics. The FY2003 statistics represent only a partial fiscal year; the FY2004 statistics represent a full fiscal year, offering a more representative look at the impact of the database on genealogical and research projects. Database debut months (FY2003) are noted in parentheses for comparison with FY2004 statistics.

The Missouri Supreme Court Database

Seeking to improve access to Missouri's unique judicial heritage, the Archives and the Supreme Court of Missouri Historical Society joined together in 2000 on an ambitious project to create an online database index to state Supreme Court records. An annual summer internship and fellowship program was created. The result is access to nearly 8000 historical legal actions pursued to the Missouri Supreme Court from 1790 to 1871. The searchable database demonstrates the richness of Missouri's judicial heritage and is available at <http://www.sos.mo.gov/archives/judiciary/supremecourt>.

Civil War Provost Marshal Index Database

This index is an ongoing project directed by the Archives using the collaborative efforts of volunteers and student interns who abstract discrete information, such as name and subject matter, from a review of thousands of pages of microfilm from the Provost Marshal Papers for the State of Missouri. The online database created by the Archives is an index for the Missouri portion of the national collection; the microfilmed pages describe how the provost marshal affected the lives of Missouri citizens who came into contact with the Union Army. The database can be found at <http://www.sos.mo.gov/archives/provost>.



St. Louis Probate Court Digitization Project

The Missouri State Archives, in cooperation with the St. Louis Probate Court, agreed to preserve the valuable information contained in the early probate decedent files of St. Louis City/St. Louis Court. The online database contains files from 1802 to 1900, as well as digitized images of probate files dating from 1802-1865. It is available for researchers and genealogists at <http://www.sos.mo.gov/archives/stlprobate>.

Missouri Birth and Death Record Database

This database is an abstract of the birth, stillbirth, and death records recorded before 1909 that are available on microfilm at the Missouri State Archives. The project, which began in 1999, uses the labor of dedicated "e-volunteers" to transcribe birth and death records from various Missouri counties. The database can be accessed online at the Archives website: <http://www.sos.mo.gov/archives/resources/birthdeath>.

Project Name	FY2003 Statistics	FY2004 Statistics
Missouri Supreme Court Database (debuted June 2003)	7810 searches	23,583 searches
Civil War Provost Marshal Index Database (debuted November 2002)	49,500 searches	34,810 searches

St. Louis Probate Court Digitization Project (debuted April 2003)	22,585 searches	63,395 searches
Missouri Birth and Death Record Database (debuted August 2002)	678,346 searches	713,683 searches

Exhibits

Drawing upon its voluminous collection of documents, photographs, and artifacts, the Missouri State Archives creates historically accurate and visually attractive exhibits that allow patrons to experience Missouri's rich history. The exhibits are designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present. The Archives shares these stories with the people of Missouri through on-line exhibits and by making exhibits available to local museums, libraries, historical societies, and educational institutions to borrow free of charge. In FY2004, four exhibits traveled to various venues through the state, including the Missouri Supreme Court, the Powers Museum in Joplin, and the Westward Expansion Museum in St. Louis. *Lewis & Clark Across Missouri* continues to be a popular exhibit during the bicentennial commemoration, which began in January 2003. The exhibit traveled to 38 venues in FY2004, drawing 27,930 visitors.



On April 22, 2004, *Mapping Missouri: Maps from the Collection of the Missouri State Archives* opened at the Kirkpatrick State Information Center in Jefferson City. The exhibit featured more than 100 maps from the Archives' collection, many of which had never before been exhibited. Drawing from such diverse examples as the land survey maps made by Antoine Soulard of St. Louis from 1796 to 1806 to a map of General Sterling Price's ill-fated invasion of Missouri during the Civil War, *Mapping Missouri* explores that history of cartographic images in Missouri and the role they play in every day life. A rug with a scaled-down image of the state invites visitors to "walk" across the state, measuring distance and identifying some of

Missouri's popular towns and cities.

Programming & Public Outreach

Programming

The Missouri State Archives is proud to present a calendar of year-round public programming designed to engage the public in Missouri's history and broaden and deepen community involvement in the Archives' activities. The Archives is committed to sponsoring special programs that are both educational and entertaining to engage the community and offer new perspectives of Missouri's rich cultural heritage.

In April 2004 the Missouri State Archives sponsored the 46 th annual **Missouri Conference on History** in Jefferson City. The two-day conference offered eighteen sessions for presentation and discussion of current scholarship on Missouri history, and was one of the best attended in conference history, with 170 scholars in attendance. The annual best book award and article awards were given to Carolyn Gilman for her book, *Lewis and Clark: Across the Divide*, and the best article award went to James Olson for his essay, "Beating the Odds in Missouri: Stuart Symington's First Campaign for the Senate, 1952." Stephen Aron, professor at the University of California - Los Angeles, gave the keynote address, entitled, "The Centrality of Missouri" in American and world histories.

The **Thursday Evening Speakers Series** hosts authors and musicians who interpret various aspects of Missouri history through lectures, slide shows, and sing-alongs. In FY2004, programs included biographical lectures on Jane Froman, Missouri's First Lady of Song, and William Clark, soldier, explorer, and government official. Musical events included an exploration of the roots and influences of American percussive dance in "From Clogging to Tap," and a docudrama of the Lewis and Clark Expedition, with original script and songs. Family historians attended a workshop

on the 1930 census, as well as Family History Day workshops focused on using Archives' websites and databases for research.

Several Civil War-themed programs were offered, including a lecture on the Civil War life of William Monks, a Union guerrilla in the Ozarks region, and a presentation of documents pertinent to African Americans in Missouri during the war. Authors discussed several new Missouri history books, including *The Enemy Among Us*, detailing World War II prisoner-of-war camps in the state, and *Victorian American: A Family Record from the Heartland*, providing a glimpse into a Fulton family's traditions during that era. The speakers series drew 1768 people during FY2004.

Public Outreach

Archives staff accepts speaking engagements across the state, discussing a variety of Missouri history topics with students, social organizations, and business leaders. In addition, the staff offers tours of its state-of-the-art, climate-controlled storage facility and conservation lab for those groups interested in Missouri history and how it is preserved at the Archives. In FY2004, staff conducted twenty-seven tours of the Archives facility, with a total of 996 visitors. The Archives tours are especially popular with school groups touring the State Capitol and other government sites.



Education

The education of Missourians is one of the primary goals of the Missouri State Archives, which endeavors to bring materials related to the teaching of Missouri history to educators and students of all ages.

- **Interactive lesson plans with original documents.** Using initiatives and curricula based on Archives collections and available online, educators and students can experience the history contained in original records and develop a greater appreciation for the state's rich heritage. In FY2004, the Archives launched a lesson plan focused on United States Colored Troops in Missouri during the Civil War. The lesson plan, which received 8089 hits in FY2004, is online at <http://www.sos.mo.gov/archives/education>.
- **Archives Alive!** The Archives sponsored the organization of a theatrical performance duo dedicated to bringing Missouri history to life for students in fourth through eighth grades. The Friends of the Missouri State Archives hosted a fundraiser in April 2004 at the Summit Lake Winery to raise money to underwrite performance costs.
- **Mapping Missouri contest.** Mid-Missouri schools were invited to participate in "Tomorrow's Mapmakers in Mid-Missouri," a contest designed for fourth graders in support of *Mapping Missouri*, an exhibit of rare and unusual maps on display at the Archives. Students were asked to design and create maps that fell into one of three categories: Mapping My Space, Mapping My School, and Mapping My Town. Maps of student homes, neighborhoods and schools were created; teachers and students at each school were asked to pick their favorites to be submitted for display at the Archives. Maps created by nineteen mid-Missouri fourth grade students were displayed at the Missouri State Archives between May and October, 2004.



State Documents Preservation Fund

The State Documents Preservation Fund was created in 1996 when the 88th General Assembly enacted Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of FY2004, the fund balance was \$1,650.46.

Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB met on three occasions in FY2004 to provide state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories, and review and award grant applications submitted to the Missouri Historical Records Grant Program and the Local Records Preservation Program.

The **Missouri Historical Records Grant Program**, in its final grant cycle, awarded financial assistance to 35 institutions to help preserve and make accessible Missouri's historical records and promote archival education and cooperation among records keepers. Eligible institutions included historical, ethnic, and religious societies; museums, libraries, colleges and universities; and other institutions whose records are open to the public. Information about grant recipients can be found at <http://www.sos.mo.gov/archives/mhrab/guidelines.asp>.



Awards went to the American Jazz Museum in Kansas City to clean and repair rare 16 mm films from 1932 to 1954; the Bonniebrook Historical Society in Walnut Shade, to establish archival practices for the Rose O'Neill Archives; to KOPN 89.5 FM in Columbia to reformat its reel-to-reel collection of programs relating to Missouri history, and African American and Native American issues; and to many historical societies across the state to increase efforts to gain intellectual control of their collections and establish archival practices.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration, and use of historical records, and a dedication to the preservation and access of Missouri's documented heritage.

Members of the Missouri Historical Records Advisory Board - FY2004

Coordinator	Kenneth H. Winn, Deputy Coordinator
Secretary of State	State Archivist
Joseph L. Adams	Nicola J.M. Longford
History Professor, Maryville College	Vice President for Community Services
Mayor	Missouri Historical Society
University City	St. Louis
Gracia Backer	Robert P. Neumann
Director	Director
Division of Employment Security	Greene County Archives
Jefferson City	Springfield
Marcia Bennett	David Richards, Head Special Collections
Executive Director	and Archives Department, Meyer Library
St. Joseph Convention & Visitors Bureau	Southwest Missouri State University
St. Joseph	Springfield
Raymond Doswell	Anne G. Rottmann
Curator and Educator Director	Head Librarian, State Capitol
Negro League Baseball Museum	Legislative Library
Kansas City	Jefferson City
Steven P. Gietschier	Jeannette A. Zinkgraf
Director of Historical Records	Records Manager
<i>The Sporting News</i>	St. Louis County Government Records

St. Louis

Center
Overland

Lynn Wolf Gentzler
Interim Executive Director
State Historical Society of Missouri
Columbia

Dr. Benedict K. Zobrist
Director Emeritus
Harry S Truman Library and Museum
Independence

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Local Records Preservation Program

The mission of the Local Records Preservation Program of the Missouri State Archives is to assist Missouri local governments in the preservation of historical records, as well as recommend techniques for efficient management of local government records.

To that end, Local Records staff participated in a variety of ventures on behalf of local government entities in FY2004. These included:

- performing conservation treatments in the lab at the Missouri State Archives
- creating computerized record inventories
- reclaiming office space through preservation microfilming
- facilitating disaster planning
- conducting workshops in records and archival management practices
- co-sponsoring grant projects
- disposing of extraneous records based on retention schedules

These activities improve long-term local public record management and make records more accessible to the public.

Records Consultations

Every day, Missouri local governments produce records that document the rights of citizens, the actions of government that serves them, and the history of the community in which they live. With offices overflowing with a myriad of records; it is often difficult to determine the location of certain documents, particularly those considered "old" or valuable. Field archivists assist local government officials in

identifying those records considered to be permanent or of enduring historical value.



With this assistance, in FY2004, the cities of Edina, Excelsior Springs, Frontenac, and Sugar Creek completed comprehensive inventories and dispositions of their record collections. Officials in Adair, Buchanan, Lincoln, Morgan, Ralls, and Warren counties did the same. Significant archival appraising and processing of historical case files took place in the circuit and/or probate offices of Adair, Cape Girardeau, Cedar, Christian, Cooper, Morgan, Platte, Polk, Ray, Saline, St. Louis, and Worth counties, as well as St. Louis City. A special project emerged in Lafayette County that involves coroners' inquests, poor farm records, Civil War loyalty oaths, deeds of emancipation, and railroad records.



Local Records Inventory Database

The Local Records online database continues to support research in Missouri history nationwide, as well as provide direction for genealogical research. Records from courthouse and municipal offices, dating from the 19th century and including the judicial system, document the interactions of government and citizens. While created for a specific administrative or legal use, the documents have now evolved into the state's recorded history, playing a role in the understanding of a particular person, event, era, or institution.

Since its inception, the Local Records Preservation Program has completed computerized database inventories for over 455 offices, giving local officials intellectual control of their records and the ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous data set, located at <http://www.sos.mo.gov/CountyInventory/index.asp>, is available to local governments and the public. The database is a compilation of inventories of local government records identified as having permanent or enduring value and housed primarily in county and municipal offices, but includes some libraries, museums, and historical and genealogical societies that maintain government records. The database does not contain names of individual found in these records. Not all Missouri offices have been inventoried. This database is updated periodically as additional inventories are completed. During FY2004, the Local Records Inventory Database registered 69,514 web site searches.



Document Preservation



While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators rescue documents that, due to aging or poor storage conditions, have suffered damage and are in need of repair. The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. Two professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.

Treatment Projects and Consultation Services

- The conservation lab continues to treat significant historical records from local government entities. In FY2004,

those treatments included an 1858 plat book from Butler County, an 1864 map of the town of Hermann, an 1867 plat map of Boone County, 1877-1929 railroad maps from the Platte County Clerk, the original 1913 blueprints of the Cooper County courthouse, a 1920 Linn County circuit court case to form a drainage district, time capsules from Grundy County and the St. Clair School District (1923), a landmark 1903 plat map depicting the formation of the Little River Drainage District held in the Stoddard County Archives, and an associated 1926 plat book of all Bootheel counties in the drainage district, and lastly, a 1937 Kahoka cemetery map.

- Rare items in the State Archives treated included a *1926 Fishing Map of Missouri*, *Scarborough's Road Map & Motor Guide of Missouri* (1912), court records documenting the creation of Sportsman's Park in St. Louis, and fabrication of customized housing for a group of mint-condition "Missouri state quarters" distributed at the 2004 State Fair. They also fabricated specialized housing for the *Journals and Proceedings of the Missouri State Convention of 1845* and *1861-1865* held by the state's Legislative Library and provided housing for volumes held by the Missouri State Library.
- The conservators this year completed a five-year project to provide full conservation treatment of the *Registre d'Arpentage* (popularly known as the Soulard Surveys), one of the most important series in the State Archives' collection. The *Registre* is a collection of 830 beautifully detailed, hand-drawn survey maps that Antoine Soulard and his assistants drew between 1796 and 1804 to document French and Spanish land grants. The Archives plans to digitize the series for public access during FY2005.
- Temperature and relative humidity play a crucial role in the preservation of records. In FY2004, Local Records installed equipment that monitors temperature and humidity in the modernization of the State Archives Rare Documents vault that houses the states' constitutions, among other irreplaceable documents. The monitor's software analyzes conditions to predict the longevity of the collection, helping record keepers plan long-term management.

Staff monitored environments in the Buchanan County Recorder's vault, Butler County Records Center, Cape Girardeau County Archives, Excelsior Springs City Hall, Frontenac City Hall, the Bingham Gallery in the State Capitol, Jefferson County Recorder's office, Ray County Recorder's office, St. Louis Circuit Court Record Center, Sugar Creek City Hall, and Waynesville City Hall.

- Consultations were provided to the Department of Health & Senior Services, the counties of Buchanan, Laclede, Morgan, Newton, St. Charles, Stoddard, and Taney; the cities of Kansas City, Martinsburg, Pierce City, St. Charles, and Woodheights; the Rolla Public Schools and Southwest Missouri State University; and St. Louis offices of Anheuser-Busch, the Archaeological Research Center, the Missouri Historical Society, St. Louis Public Library, St. Louis Genealogical Society, National Archives & Records Administration, the Black World History Museum, Bushwhacker Museum (Nevada), Central Methodist College, Conservation Federation of Missouri, Episcopal Diocese of Missouri, Jefferson Barracks, Knights Templar Lodge (Kansas City), Lee's Summit Historical Society, Lutheran Church Archives, Maries County Historical Society, Morgan County Historical Society, St. Charles County Historical Society, Still Osteopathic Museum, Westphalia Historical Society, and private citizens.

Reference Services

- The conservation staff provided consultation and guidance to the State Archives, dozens of governmental agencies, and citizens regarding preservation problems. Providing information about disaster planning and recovery is common. Other issues included building design and renovation, specifications for supplies (alkaline paper, storage boxes, mylar, etc.), environmental control (temperature, light levels, pest control, mold remediation), cleaning motion-picture film, microfilming, and digitization. Government entities and private sector citizens called requesting direction on basic care and housing of all types of media, including parchment, paintings, newspapers, photographs, artwork, family Bibles, videotapes, flags, and other textiles.

Outreach and Education

- In FY2004, the conservators continued to provide basic orientation and training for new staff members and interns at the State Archives, and led workshops for Local Records archivists. The conservators began developing a media presentation on "*Safe Handling of Historic Documents*," designed for local records offices and historical societies to use in training staff, volunteers, and interns.
- The staff cooperated with a local newspaper, the *Jefferson City News Tribune*, to explain the workings of the conservation program. They also gave videotaped interviews to St. Louis' Higher Education Channel for a feature program on the staff's conservation treatment of the Dred Scott slave freedom petition. Treatment details can be found online at <http://www.sos.mo.gov/archives/localrecs/conservation/dredscott/intro.asp>.
- The conservators conducted a hands-on workshop, "*Care and Repair of Documents*," in Cameron in May 2004 for local government officials, and presented training programs on disaster preparedness to the OSCA Court Clerks College in September 2003 and May 2004. For the first time in the history of the Local Records Program, the staff taught a workshop via interactive video teleconference in October 2003; it educated historians throughout the state on techniques for preserving local history records. Conservators also conducted a workshop on disaster preparedness techniques at the national conference of Archivists of Congregations of Women Religious.
- Staff gave programs and educational tours explaining the operations of the conservation laboratory to several groups, including the Missouri Municipal League, newly-elected municipal clerks, Harris-Stowe College, and fourth grade students from Belair School (Jefferson City), Cedar Hills Elementary School (Jefferson City), and St. Joseph's School (Westphalia).
- Archivists presented programs on records management at the Missouri Police Chiefs and Clerks Association, Missouri Municipal League, Circuit Clerks and ex-officio Recorders of Deeds Association, and regional city and county clerks organizations. Staff also conducted programs highlighting our efforts to bring historical resources to the public at the Polk County Genealogical Society, Carthage and Kirksville Kiwanis clubs, and the Kirksville Lions Club. Staff annually provides an exhibit at the Missouri Association of Counties Conference.



Grants

The Local Records Program is funded with fees collected by county recorders. This statewide initiative funds the Missouri Local Records Grant Program, which began in 1991. It is a competitive grant program, which returns local funds to local governments for records management and document preservation projects. Recipients may receive up to 70% of project costs, with a 30% local funding match. The Missouri Historical Records Advisory Board (MHRAB) establishes guidelines and reviews proposals. Information about the program and the FY2004 recipients can be accessed at <http://www.sos.mo.gov/archives/localrecs/grants>.



These archival grants to local government are a major force in preserving public records and centralizing those documents for government and public access at the Missouri State Archives. In FY2004, thirty-five offices co-sponsored grant projects that totaled \$242,683. Most projects produced microfilm, now a preliminary step toward future digitization projects. The highest award was \$22,628, the lowest \$615, and the average was \$6,741.

Professional Development and Training

Program staff lent their expertise to presentations at regional, state, and national associations. Participation included local government associations, educational committees, and professional societies. Included were the National Association of Government Archives and Records Association, Midwest Archives Conference, and the Missouri Conference on History. Staff attended the Missouri Digitization Conference, and meetings of the Kansas City Area Archivists and Association of St. Louis Area Archivists, while participating in seminars focused on electronic records.

Volunteers and Interns

Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to cooperate in preserving historic executive and judicial records.

Citizens in Adair, Butler, Callaway, Christian, Cooper, Douglas, Jasper, Morgan, Platte, Polk, Ray, and Saline counties, and the City of St. Louis, donated 4,300 hours in FY2004. Student interns from Southeast Missouri State University, Cape Girardeau, Southwest

Missouri State University, Springfield, and Missouri Southern University, Joplin, worked in local government archives in Cape Girardeau, Greene, and Jasper counties.

Missouri Local Records Board

The Local Records Board, appointed by the Secretary of State, meets annually with the program to discuss and promulgate records retentions schedules. These schedules are made available on the Web site at <http://www.sos.mo.gov/archives/localrecs/schedules/>, and are helpful to local officials for compliance with Missouri's Sunshine Law.

Members of the Missouri Local Records Board - FY04

Diane Barnett
Webster County Deputy Clerk

Dennis Black
St. Charles Historical Society

Jeff Chorpening
Sunrise Beach

Lon Cooksey
Moberly

Pam Doane
Pettis County Clerk

Robert Fields
Neosho

Melinda Gumm
Circuit Clerk, Cedar County

Kathy Jones
Shelbyville City Clerk

Parrie May
City Register, St. Louis City

Peggy McGaugh
Carroll County Clerk

Dr. Duane Meyer
Springfield

Ron Mosbaugh
Jasper County Clerk

Barbara O'Connor
Cameron City Clerk

Dr. Sheila Perry
Bloomfield Public Schools

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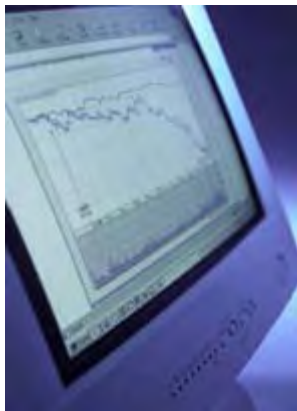
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[Records Management](#)

Records Management

The Missouri State Archives is the official repository for state records of permanent and historical value. The effective management of the state's records is fundamental to the operation of our government. Records provide the basis for efficiency and continuity in government. They enable and document the business of government. They provide evidence as to how decisions were made and policies implemented. They clarify obligations and protect citizens' rights and privileges.



The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, hold state officials accountable for their actions and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and the Imaging Services Section.

Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. The professional Records Analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. Analysts help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.

Records Retention and Disposition

A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal, and fiscal functions, but no longer. A few records, typically less than one percent of those created in a given year, should be retained permanently because of their historical significance.



The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet their business needs. They thoroughly research statutes, regulatory codes, and similar records series in states across the nation. The analysts work with the agency to prepare draft disposition schedules which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.

After reaching consensus with the agency, the analysts take the proposed *Agency Records Disposition Schedules* before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 950 records retention and disposition schedules.

In addition to agency-specific schedules, the staff developed the *General Records Schedule (GRS)*, which lists series of records that are common to all agencies and provides retention and disposition instructions. Any state agency may use the authority of the GRS to dispose of records listed on it. Records Management is looking to significantly expand the number of records series included in the GRS in 2005 and 2006.

Staff Training and Development

During FY2004, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. As agencies increasingly turn toward electronic records technology such as email, scanning, instant messaging, and web-based transactions, the records analysts and electronic records archivists remain prepared to work with agency managers and IT officials to evaluate the recordkeeping requirements of new systems and work processes.

Statewide Electronic Records Training Initiative

The Missouri State Archives received a grant from the National Historical Publications and Records Commission (NHPRC) to conduct a two-year training program on electronic records management and preservation for state and local government officials. The Missouri Electronic Records Education and Training Initiative – MERETI – began in FY2004. The initiative is jointly coordinated by the Records Management and Local Records Divisions.

The goal of the initiative is to bring nationally recognized experts on electronic records issues to Missouri to conduct presentations and workshops for government officials and the state's archives and records management professional staffs. Knowledge gained from these workshops will be posted to a MERETI web site for wider distribution, along with other useful tools and electronic records links. The website may be viewed at



<http://www.sos.mo.gov/records/mereti/>.

During FY2004, MERETI activities included launch of the website and two targeted presentations to selected audiences. In the first presentation, Robert Horton, State Archivist for the state of Minnesota, spoke to the Information Technology Advisory Board (ITAB) on *Electronic Recordkeeping and Electronic Government*, and gave a case study on Minnesota's [*Electronic Real Estate Recording Task Force*](#). In the second presentation, Mr. Barclay Blair, Director, Technology Practice, Kahn Consulting, Inc, talked with government members of the Missouri Bar Association about [*Electronic Records: Considerations for Lawyers*](#). During FY2005, the MERETI project will begin conducting a series of seven day-long workshops for state and local government officials on a wide range of electronic records issues.

State Records Center

Many records may be referred to for years after they are no longer current, and therefore must be retained. The inactive life of a record can range anywhere from two years to 75 years or more after its period of active use. In fact, some records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The State Records Center saves the state money by providing off site storage at a much lower cost per cubic foot than storage in agency office space. The storing agency personnel can retrieve records whenever they are needed, and return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that worthless records are disposed of as soon as possible after they are eligible.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records. Thus, only the agency has access to its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

Facilities

The State Records Center consists of three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility can hold 151,800 cubic feet (or boxes) of records and has been at near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.



Records stored at the two annex facilities experience the extremes of Missouri's temperature and humidity changes. Thus, every effort is made to ensure that only short-term records (those with a retention period of ten years or less) are kept at these facilities. However, some long-term records that cannot be accommodated within KSIC storage areas are stored in the annex facilities.

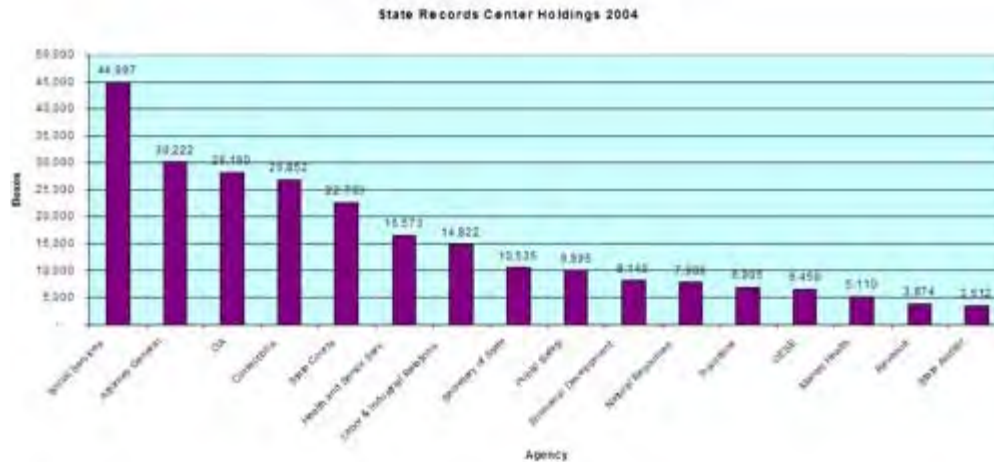
Annex 1 is located off Missouri Boulevard in Jefferson City. It houses 76,500 cubic feet of records. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001. The current shelved capacity of Annex 2 is 75,600 cubic feet of records, bringing the current total State Records Center capacity to 303,900 cubic feet. When funds become available for additional shelving at Annex 2, our potential total capacity of 336,000 cubic feet in the three existing buildings may

be realized.

Holdings

Total accessions for FY2004 were 24,339 cubic feet of records. Staff recycled 18,086 cubic feet of records that had met their retention requirements. Thus net growth, accessions of new records minus destruction of obsolete records, was 6,253 cubic feet.

As of June 30, 2004, the State Records Center held 253,242 cubic feet of records of which more than 112,000 cubic feet are permanent and will not be destroyed. While Records Management maintains more than 950 *Records Disposition Schedules*, only 217 agencies take advantage of the Records Center's services. The following chart illustrates the volume of records stored by the sixteen most active state departments.



Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, assume that the retention period for the 24,339 cubic feet of records accessioned in FY2004 is five years. Based on the average cost of a four drawer letter sized file cabinet, the floor area required to place and access files in cabinets, and the average cost of leased office space in mid-Missouri, the estimated annual cost of storing one cubic foot of records in an office environment is \$16.29.

On the other hand, the average per year cost to store a cubic foot box of records in the State Records Center is \$1.05. In the first year, processing, supply, and transportation costs make the costs higher, at \$4.77. The cost to process and destroy a box is \$0.99. The following table compares the costs of storing FY2004 accessions for five years in the records center versus storing them within the agencies' offices.

*Cost Comparison:
Storage in the State Records Center v. Agency Office Space*

Costs	State Records Center	Agency Office Space
Year 1	\$4.77	\$16.29
Years 2-5	4.20	65.16
Destruction	0.99	
Total Cost per box	\$9.96	\$81.45
Cost to store 24,339 boxes five years	\$242,416	\$1,982,412
Savings over five years	\$1,739,996	

Courier Services

Records Center personnel schedule pick-up and delivery services for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for

arranging for their own records shipments. Records Center personnel can assist out-of-town agencies in locating transportation services.

Servicing the Records

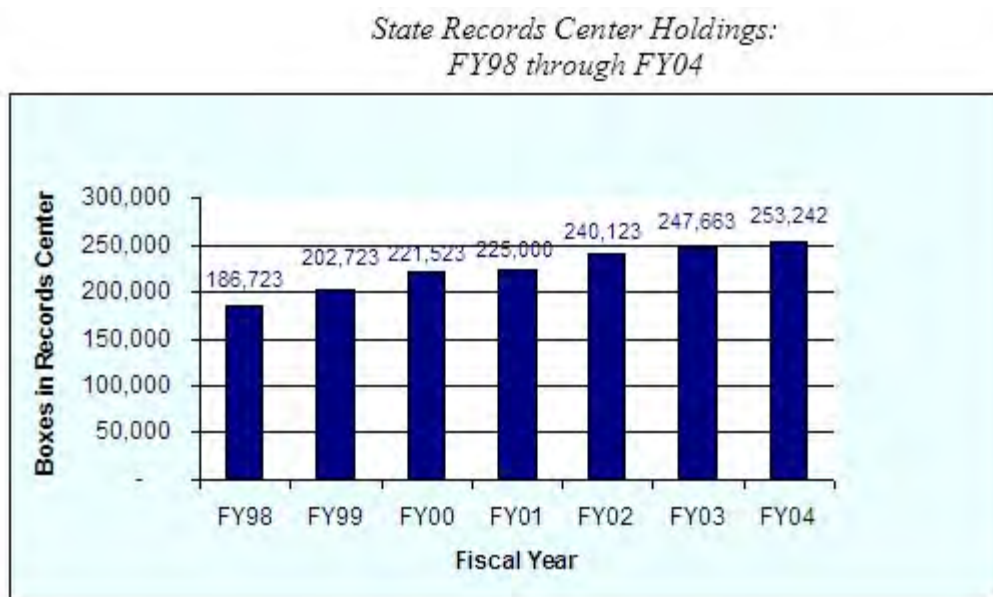
Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. This process is referred to as *Pull Requests*. On average, Records Management processes 68,000 pull requests each year.



Records Center Growth

It is a truism of records management that, despite increased computerization and automation, the use of paper as a records storage medium will not end any time soon. The advantages of paper are many and well recognized. In fact, computers and low-cost printers and copiers have accelerated the growth of paper records in recent years.

The following graph illustrates storage growth of holdings in the State Records Center over the past seven years.



Records Management staff has worked diligently to limit the rate of growth in Records Center holdings, by promptly processing destruction of eligible records as expeditiously as possible, and by reviewing agency disposition schedules to shorten retention periods when appropriate. Nevertheless, holdings are growing at a rate of 6% per year over the past 7 years. To accommodate this growth, the Records Center added Annex 1 in 1995 and Annex 2 in 2001; at the present rate, Annex 2 will run out of room by FY2009.

The most effective means to deal with this problem is for the state to plan for and build a dedicated records storage facility, designed specifically for the efficient and economical storage of records in all media, and providing room for expansion to accommodate future growth. A Records Center Campus would allow consolidation of records from the Kirkpatrick State Information Center and the two leased annex facilities in Jefferson City into a single location, greatly reducing operating costs and increasing staff efficiencies. The Missouri State Archives, whose holdings of permanent historical records have outgrown their current storage space, would be able to expand into the environmentally controlled KSIC storage area.

The Records Center Campus concept was first raised in 2000. Although it was viewed favorably at the time, then-

current budget situations prevented it from being advanced beyond the initial stages. The need for a solution to the storage space shortfall problem is inevitable, and the process to plan and build the envisioned Records Center Campus is lengthy. Therefore, Records Management will work to initiate formal planning during FY2005.

Imaging Services

Microfilm is an ideal storage medium for the preservation of long-term and historically significant records. To that end, the Imaging Services Section operates a full-service microfilm laboratory. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and storage within a state-of-the-art environmentally controlled vault. In FY2004, Imaging Services acquired a high speed digital scanner and Kodak Digital Archive Writer to provide the capability to scan important records for easy access while ensuring their long-term preservation on proven microfilm media.

Source Document Conversion

Some records are better suited for microfilming than others. A general rule of thumb is that if a records series must be retained for more than twenty years, it may be more cost effective to store microfilm than paper. However, there are other factors to consider, including how often the records are referenced, if they must be updated, and the quantity of the records. The Record Analysis and Consultation unit assists agencies with these sorts of considerations. During FY2004, Imaging Services filmed 3,168 cubic feet of paper records, producing 10,778,747 images.

Processing, Duplication, and Quality Assurance

In addition to processing and duplicating film that the unit created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY2004, technicians processed 10,135 rolls of microfilm and duplicated 21,468 rolls.

Vault Storage

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 150,000 rolls of archival microfilm are stored in the vault.

State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

FY 2004 State Records Commission Members

Matt Blunt, Chair
Secretary of State

Senator Charles Gross
Missouri Senate

Kenneth H. Winn, Secretary
State Archivist

Representative Robert Behnen
Missouri House of Representatives

Ken Kuster, Designee for
State Auditor Claire McCaskill

Brett Berri, Designee for
Attorney General Jeremiah W. Nixon

Gerry Wethington
Missouri Chief Information Officer

Dr. James Goodrich
Executive Director, State Historical
Society

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State Records Center Holdings 2004

